



Homeowner Checklist for Sewage System Evaluations

The purpose of this checklist is to gather as much information as possible about the property so that a complete evaluation of the household sewage treatment system can be conducted. This will help prevent inconclusive evaluations and additional inspections (and fees). Please be sure all items have been satisfactorily addressed.

Steps Taken	Comments/Notes
The homeowner is responsible to ensure all components are exposed. Health Department copies of the sewage system permit and drawing can be supplied, if available, upon request.	<input type="radio"/> Yes, all components are exposed <input type="radio"/> No records on file
The homeowner, or authorized representative, must be present at the time of the evaluation to provide access to the home.	<input type="radio"/> Yes, someone will be available <input type="radio"/> No
Allow at least one (1) hour for the evaluation. Call the morning of the evaluation between 8:30 and 9:30 a.m. for the appointment timeframe.	Scheduled Date _____ Scheduled Time _____
Sanitarian may cancel or render the report inconclusive if any of the following conditions exist: <ul style="list-style-type: none"> <input type="radio"/> House vacancy (over 30 days) <input type="radio"/> If the tank has been pumped within 30 days <input type="radio"/> Discharge not located <input type="radio"/> High vegetation <input type="radio"/> Snow Cover 	Acceptable Conditions? Vacant? <input type="radio"/> Yes <input type="radio"/> No Tanks pumped? <input type="radio"/> Yes <input type="radio"/> No Date Pumped: _____ <input type="radio"/> No high vegetation or snow
The sewage effluent outlet must be flagged or staked at the point where the sewage effluent is discharged to the ground surface. Note: Leaching tile fields, ETA trench and trees, and mounded leaching system will not have an outlet.	<input type="radio"/> Yes, discharge located <input type="radio"/> No, unknown location <input type="radio"/> N/A
The filter bed distribution box, which is generally located at the inlet of a filter bed is visible and accessible for inspection.	<input type="radio"/> Yes, filter bed is visible <input type="radio"/> No, unknown location <input type="radio"/> N/A
The file will not be closed until all necessary repairs have been made to the sewage system. Receipts or reinspection will be required.	Submit repair receipts to the Medina County Health Department
If sewage system failure is determined, orders will be issued for replacement/repair or connection to sanitary sewer, if available.	